



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

26 DECEMBER 2019

DIVISION MEMORANDUM

No. **79**, s. 2019

**SUBMISSION OF REPORT ON THE PHYSICAL COUNT OF
PROPERTY, PLANT AND EQUIPMENT (RPCPPE) AND REPORT ON THE
PHYSICAL COUNT ON INVENTORIES (RPCI) AS AT DECEMBER 31, 2019**

To: **ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL SCHOOL HEADS
ALL DISTRICT PROPERTY CUSTODIANS
ALL SCHOOL PROPERTY CUSTODIANS**

1. You are hereby directed to submit the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Report on the Physical Count of Inventories (RPCI) as at December 31, 2019. Soft Copy in excel format shall be emailed to *depedmisor_supply@yahoo.com.ph*. Hard Copy shall be prepared in four (4) copies distributed as follows:
 - a. COA Unit Copy
 - b. Accounting Unit Copy
 - c. Supply and Property Unit Copy
 - d. Inventory Committee/ School File
2. RPCI – This form shall be used to report on the physical count inventory items by type such as Semi Expendable Properties, Office Supplies, Medical and Dental Laboratory Supplies and other inventory items, etc. which are owned by the agency.

RPCPPE – This form shall be used to report on the physical count of property, plant and equipment by type such as Technical and Scientific Equipment, Sports Equipment, Office Equipment, Furniture and Fixtures, etc. which are owned by the agency.
3. District Property Custodians shall consolidate RPCI and RPCPPE of Elementary Schools within the District. The consolidated report shall have the detailed attachment per school or the RPCI and RPCPPE per school.
4. Deadline of submission is on or before **January 15, 2020**.
5. For strict compliance.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent



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